

# EMPLOYEE PERFORMANCE REVIEW

NAME Steve Fay POSITION Project Engineer  
DEPARTMENT Engineering - 750 REVIEW PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_  
DATE OF HIRE 6-11-70 LENGTH OF TIME IN CURRENT JOB 8 mos.

*Comment on the employee in each category.*

## Job Knowledge

Basic skills and techniques; the understanding of procedures and methods necessary to perform the job.

EXCELLENT - Steve's Past Experience in Other Areas  
At the Company Are Invaluable

## Quantity of Work

Ability to accomplish the volume, amount of work required by the position. Does the employee use time effectively?

Excellent - He Has Done Double That of Most  
In This Position.

## Quality of Work

Consider accuracy, neatness, organization, thoroughness, frequency and importance of errors/mistakes.

He Is Very Accurate & Gives Great Attention  
To Detail - Highly Professional

## Dependability

Ability to complete an assignment thoroughly and on time. Does the employee meet schedules and deadlines?

Despite His High Work Load He Is Able  
And To Complete His Part Of Financial  
Timely & Consistently.

## Attitude

The employee's enthusiasm, cooperation with others, loyalty and willingness to put forth his/her best efforts.

Attitude is Good - He Provides An Efficient  
Interface Between Departments.

## Resourcefulness

Consider such factors as flexibility, initiative, adaptability to new methods and situations. To what extent does the employee contribute suggestions and new ideas?

Very Good - Very imaginative & Efficient  
In Proposing New Ideas in His Projects  
And For New

## Attendance

Often

Occasionally

Rarely

Late

Absent

*Pinpoint the employee's primary job-related assets and shortcomings..*

Principal Strengths

A very efficient Project Manager

Principal Weaknesses

*Review the employee's performance for the entire period covered by this appraisal. Avoid basing judgment on recent events or isolated incidents. Considering all performance factors, determine the Performance Rating.*

OVERALL PERFORMANCE RATING

UNSATISFACTORY       FAIR       GOOD       EXCELLENT       OUTSTANDING

EMPLOYEE'S SIGNATURE Steve Fay Date 3-9-75

SUPERVISOR'S SIGNATURE John S. Smith Date 3-9-75

PERSONNEL SIGNATURE John S. Smith Date 3-9-75